# **DoD Performance Management Program**

# Supervisors How to Guide: Creating Performance Plans

#### **DCPDS WEBSITE**

https://compo.dcpds.cpms.osd.mil/rsouiportal/Acce ssRegions.jsf

#### **DPMAP - MYBIZ**

## DoD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM (DPMAP)

- Reference CNGBI 1400.25, Vol 431
- Periods of appraisal:

Trial/Probation - 1 year from appointment

Annually - 1 Apr – 31 Mar, Effective date of 1 Jun

#### <u>DPMAP – Performance Plan Requirements</u>

- Mission Goals
- Job Objectives (3 to 5) Critical areas of Position Specific, Measurable, Aligned, Relevant/Realistic & Timed (SMART)
- Interim/Progress Review mandatory Higher level review not required if employee is performing at the fully successful level or higher.
- <u>Self Assessment</u> Employee must be given the opportunity to provide comments on progress review and annual appraisal
- Annual Appraisal Employee comments and HLR required

#### **Performance Timeline**

- Performance Plan Approved; plan due within 30 days of assignment to a position or after the end of a previous rating period, not 30 days after the previous appraisal was complete.
- **Progress Review**; must be on an approved plan (this includes modified plans) for at least 90 days, must be 90 days with current supervisor, and at least 90 days prior to the rating period end date.
- Annual Appraisal; due 30 days after end of rating period, e.g. end date is 31 March, appraisal due NLT 30 April.



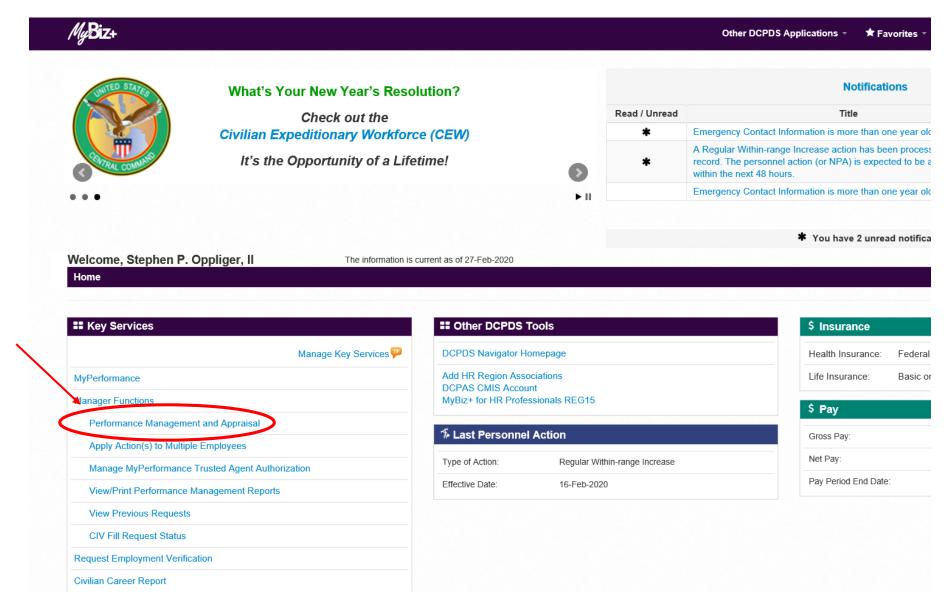
#### **Performance Management**

- Ongoing
- Supervisors and employees share responsibility
- Consist of:
  - ✓ Proactively planning work and setting expectations
  - ✓ Continually **monitoring** performance
  - ✓ Evaluating performance in a summary fashion
  - Recognizing and rewarding good performance

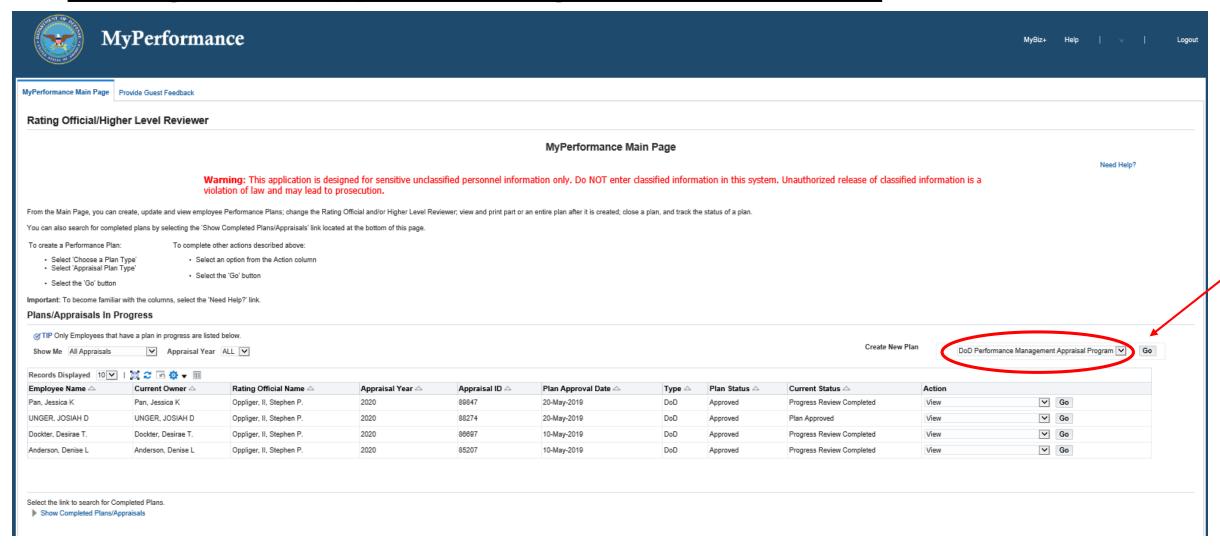




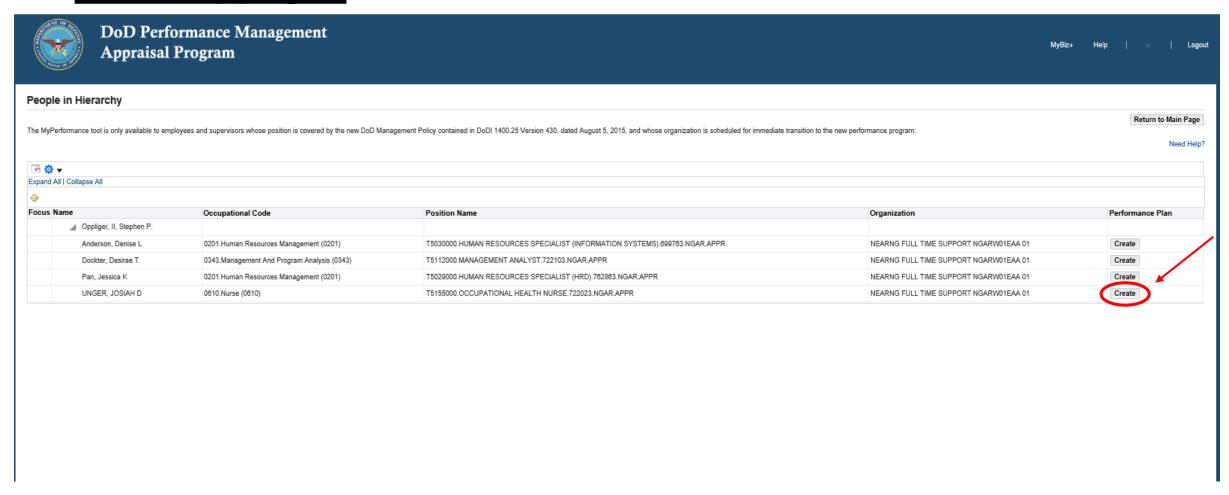
#### **MyBiz+ Home Page**



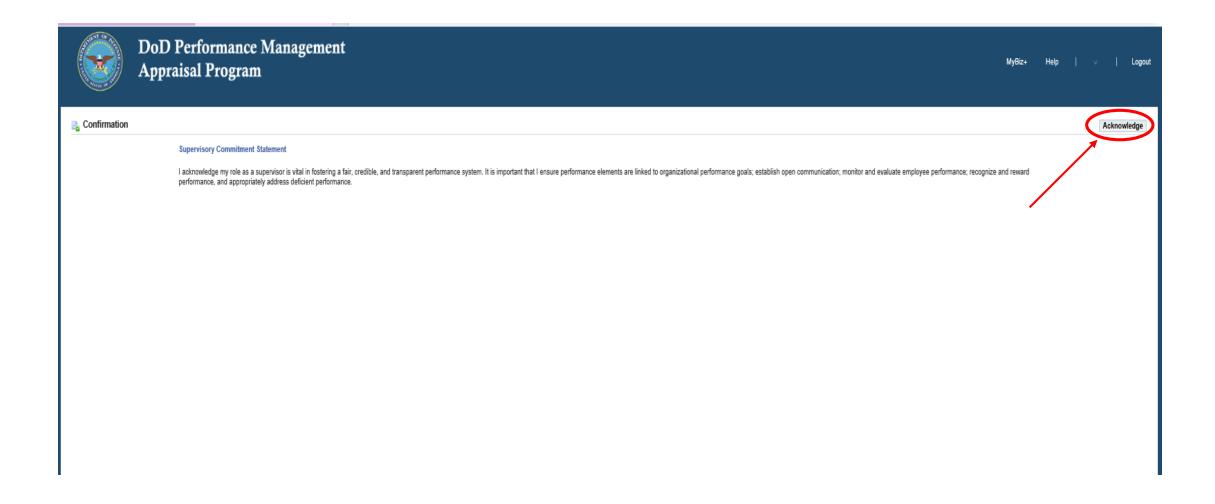
# Start by choosing the type of plan you want to create. For all Technician and T5 employees use the DoD Performance Management Appraisal Program and click Go.



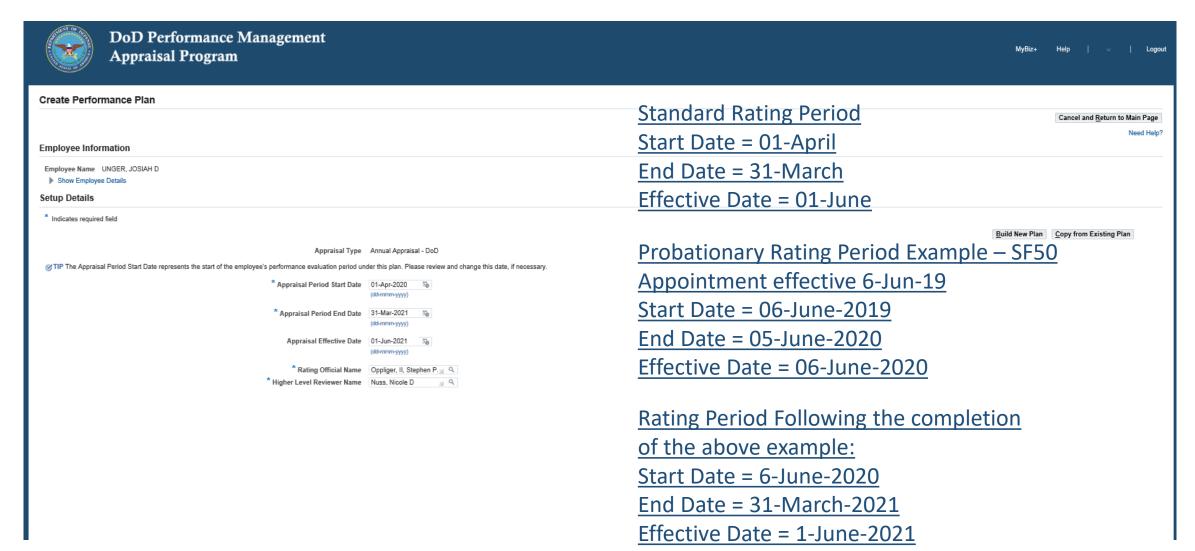
Choose which employee you are creating a plan for and then click Create. This screen will display all employees you have in your Hierarchy. If any of your employees do not show up or you have extra employees, please contact Mr. Steve Oppliger.



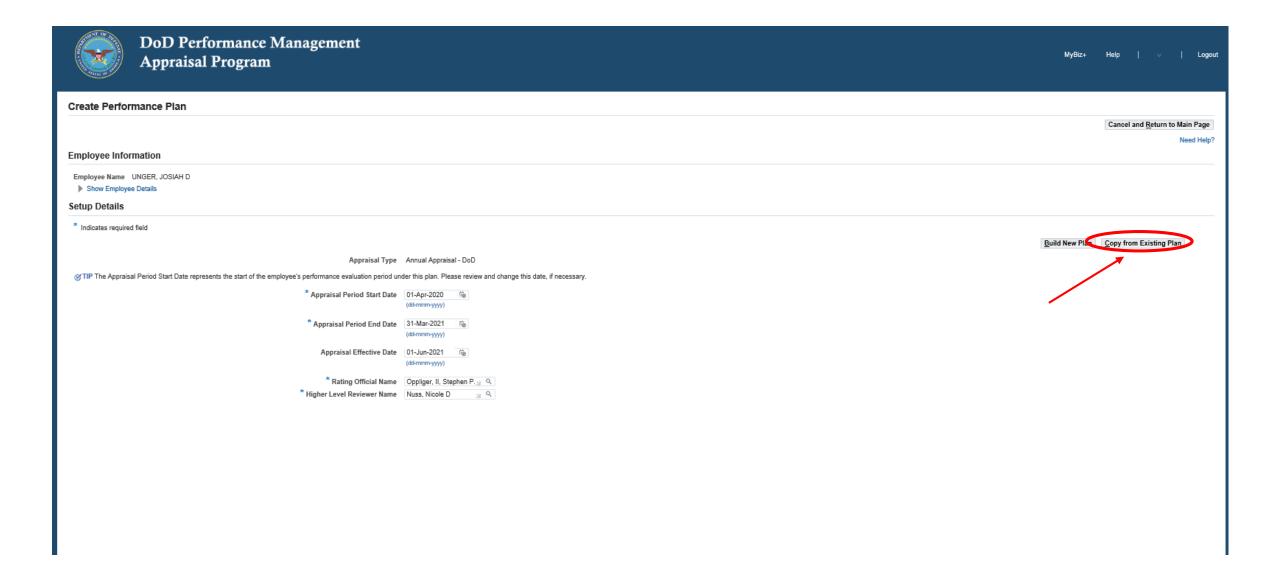
## **Supervisory Commitment Statement Select Acknowledge**



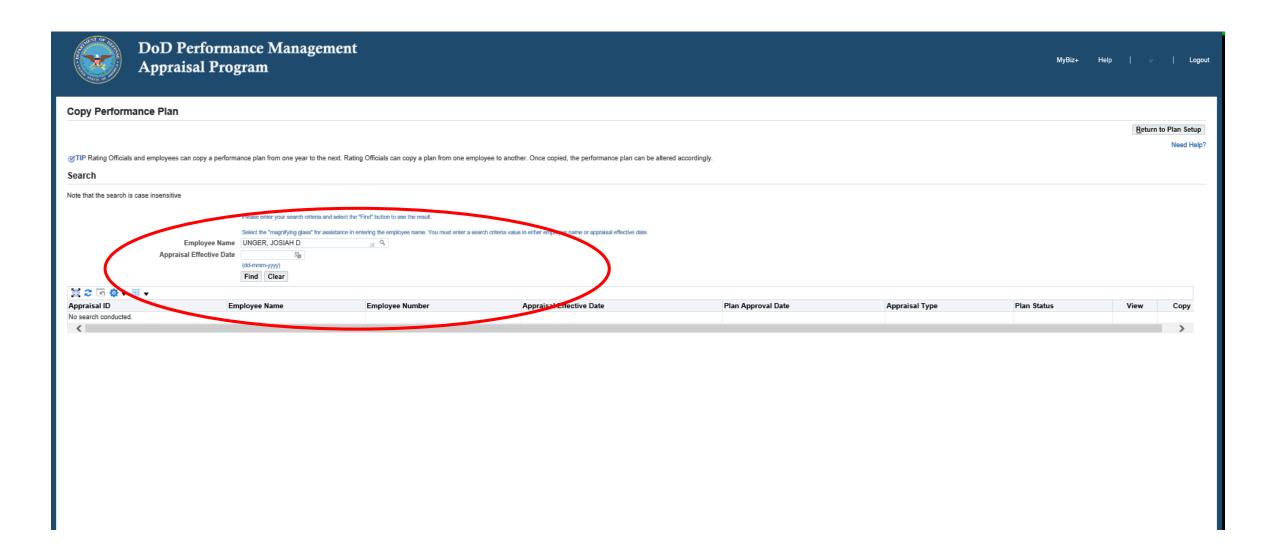
The plan dates will pre-populate with the standard rating period. If the employee is serving a probationary period, the rating period will be the effective date of appointment through the end of the probationary period.



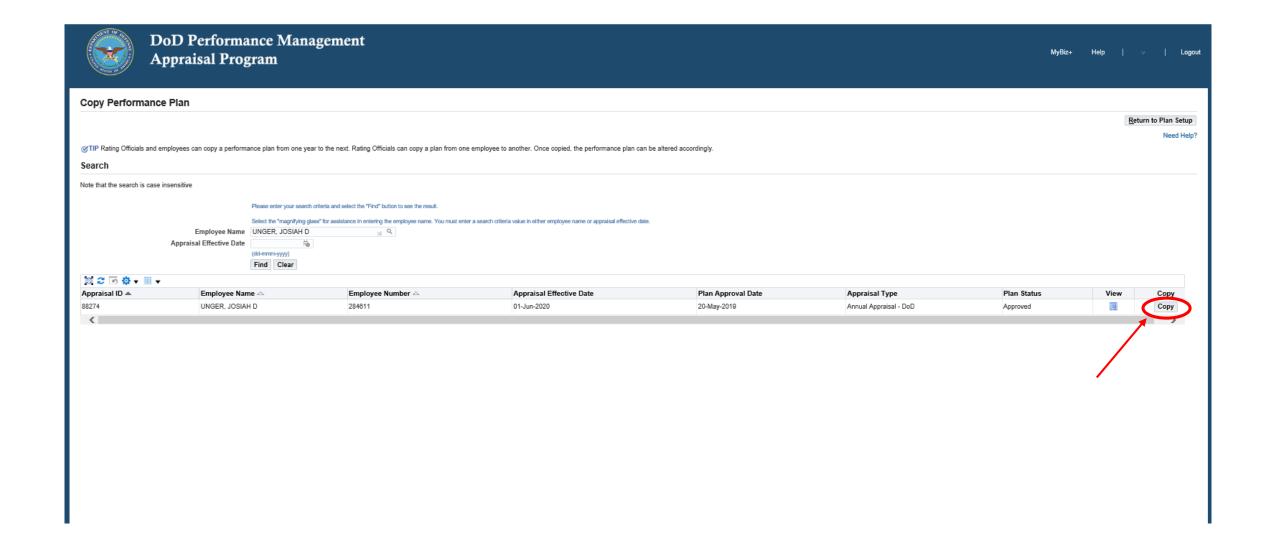
#### **Example 1: Copying a plan from an existing Plan**



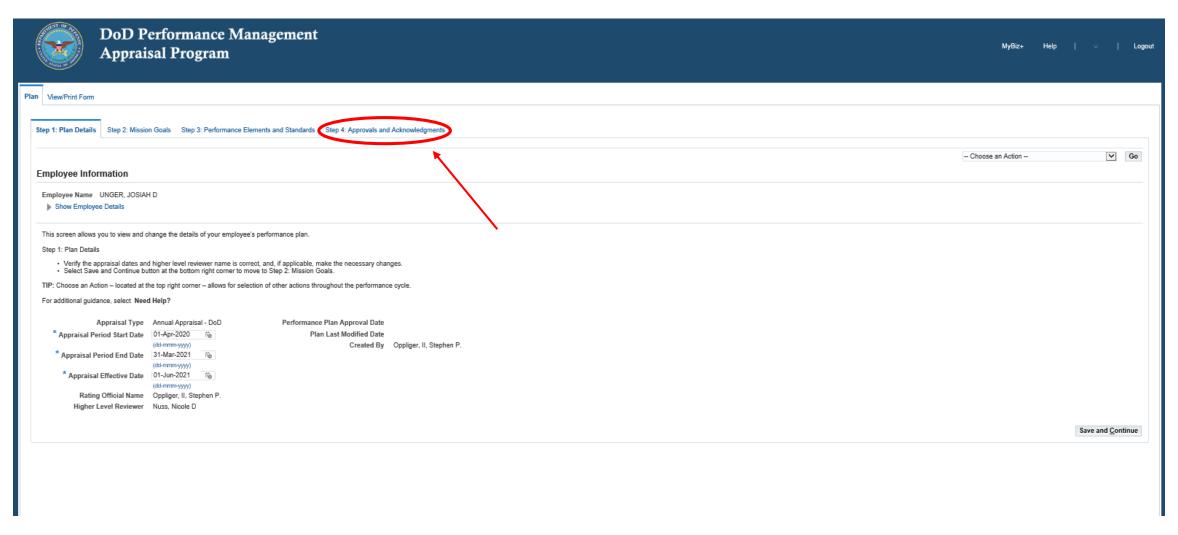
Type in the name of the employee whose plan you wish to copy and select find. You can only copy plans for employees you have created one for in the past.



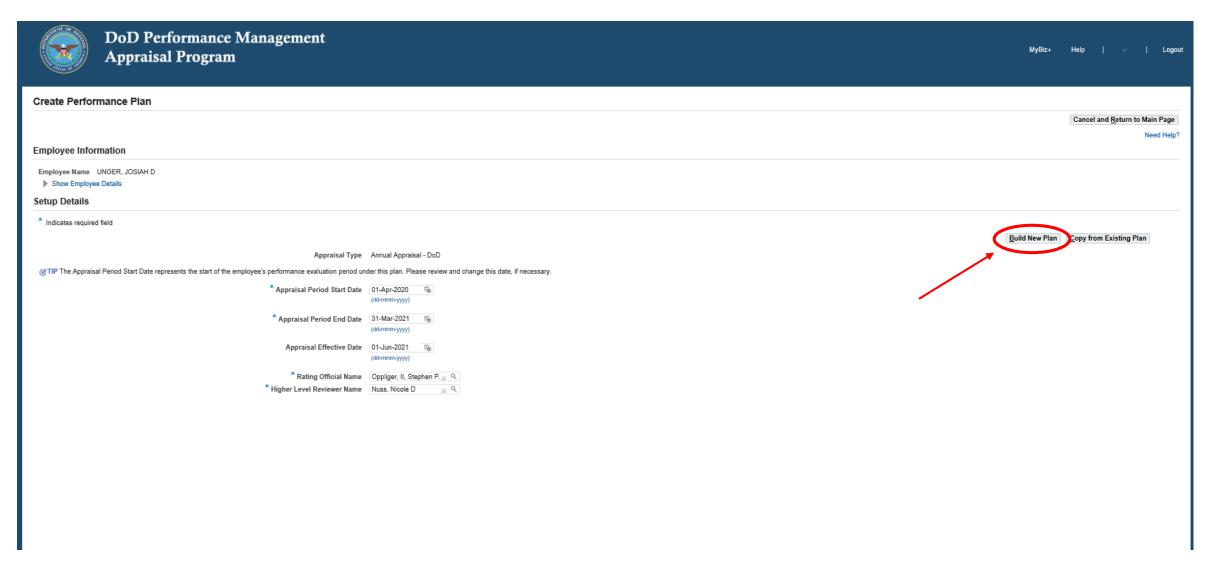
#### Once you locate the plan, select Copy.



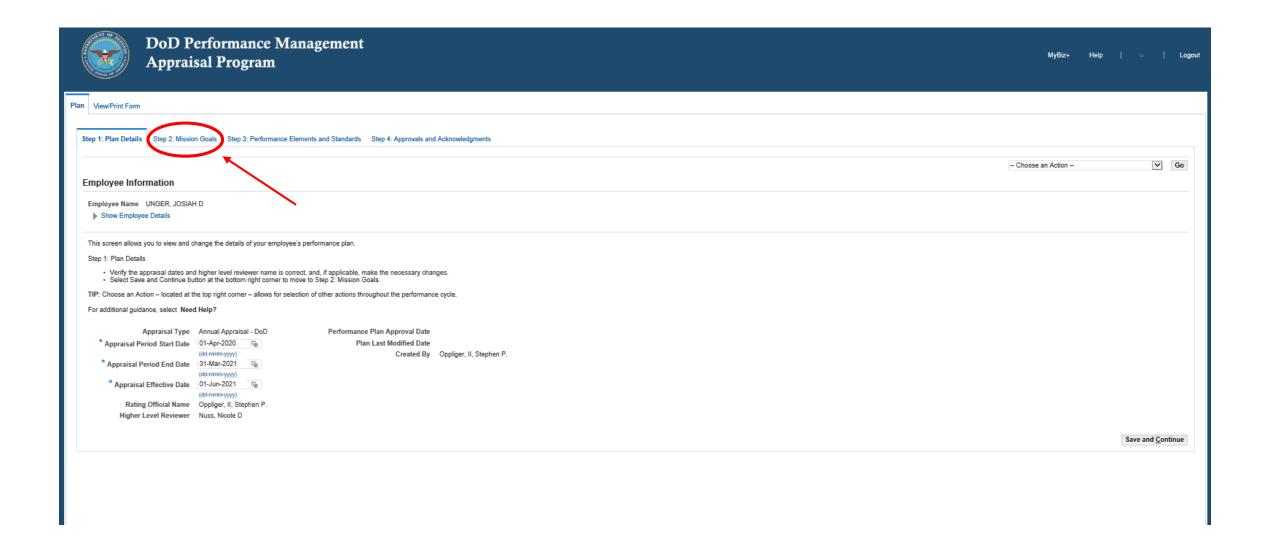
# There are 4 steps to review; Verify the dates, review and modify (if applicable) the Mission Goals and Performance Plan Elements and Standards, and finally Approvals and Acknowledgments. Proceed to slide 21



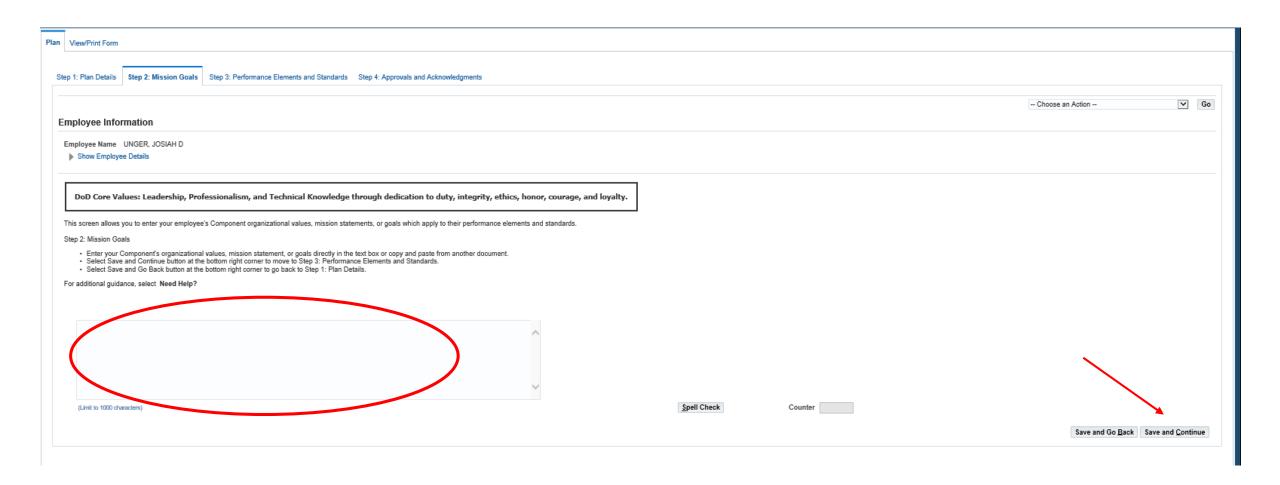
# Example 2: Build New Plan. Please review DPMAP Lesson 3 Planning Performance if this is your first time creating a Performance Plan.



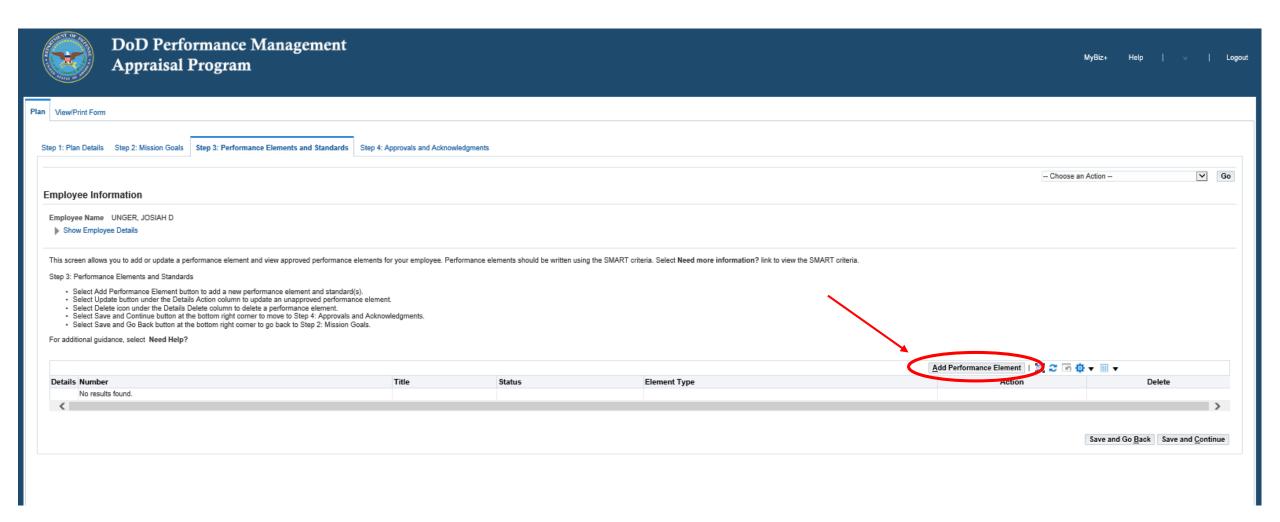
#### Verify the dates and complete Steps 2 & 3.



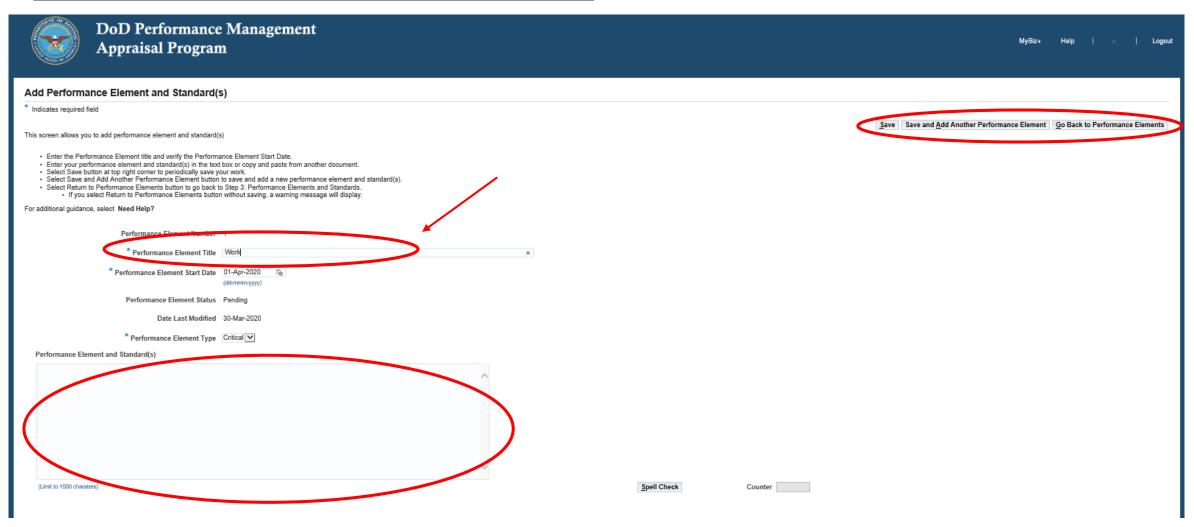
# Insert your Mission Goals. Your mission goals should be the same for each employee you rate in a similar position or work section. Once you are complete, select Save and Continue.



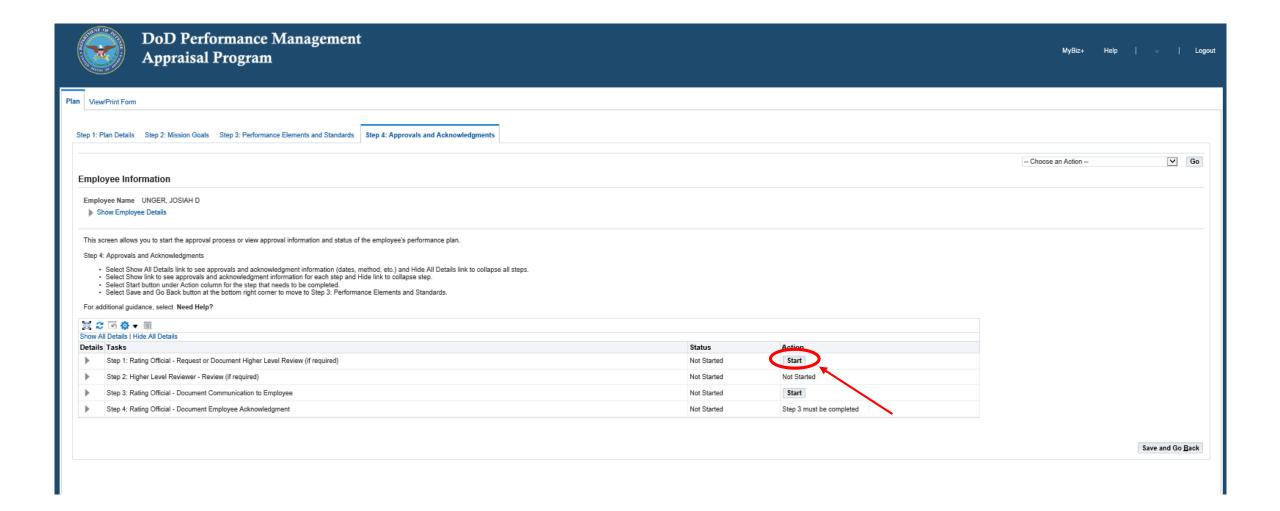
#### **Step 3; Select Add Performance Element.**



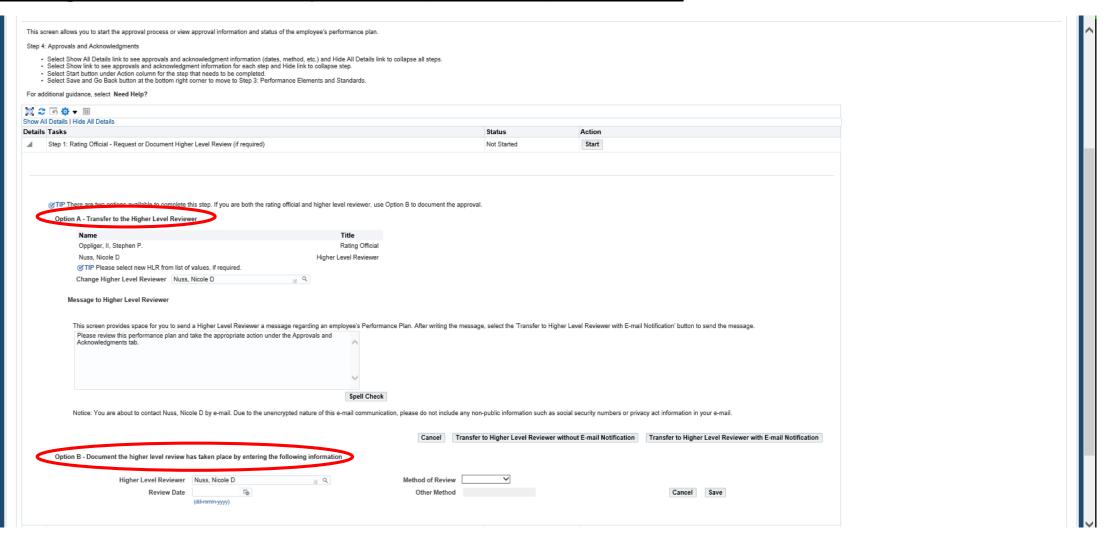
Title the Performance Element and input your standards. Once you are complete, save and add another performance element. Once you have added all elements, select Save, then select Go Back to Performance Elements.



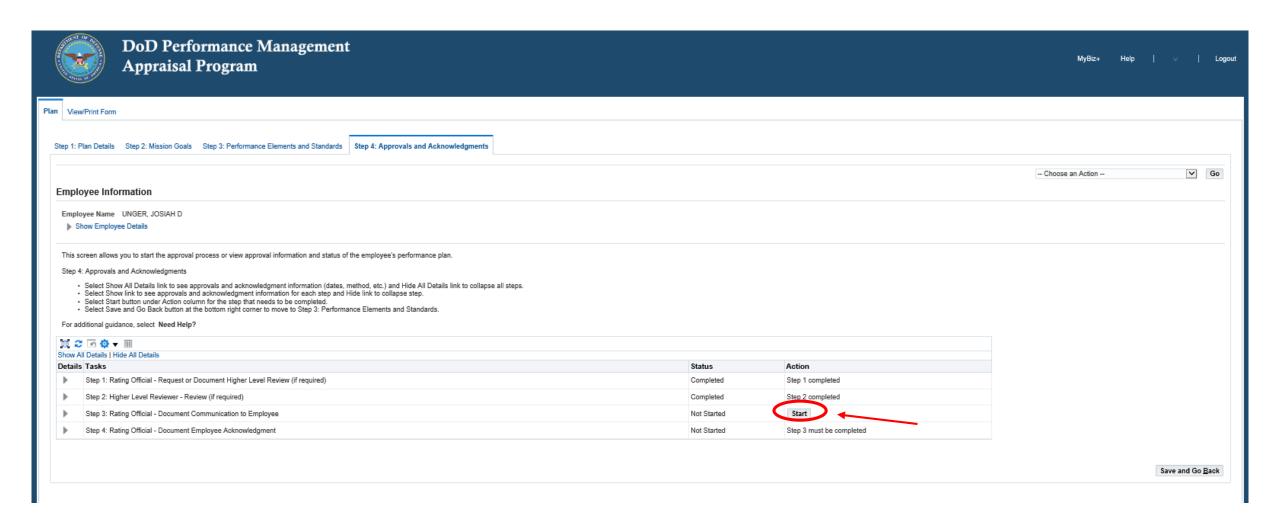
## Complete all steps under Step 4 Approvals and Acknowledgments.



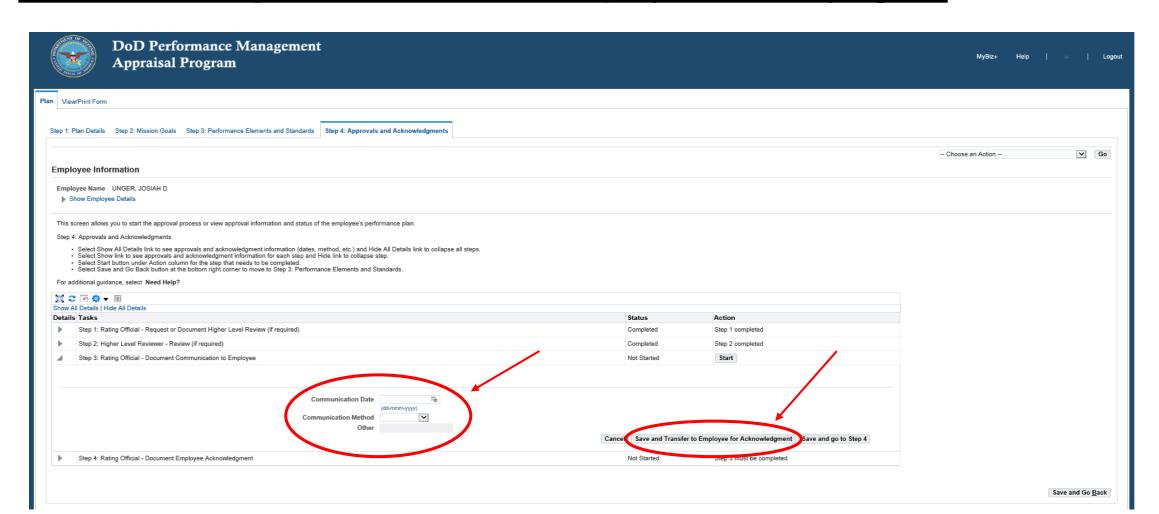
If you have not been delegated authority to review the plan on behalf of your Higher Level Reviewer, complete option A and Transfer to HLR with E-mail Notification. If you have been delegated authority, complete option B.



## Once steps 1 & 2 have been completed, complete step 3, Document Communication to Employee.



Insert the date you communicated to the employee and the method of communication. Then select Save and Transfer to Employee for Acknowledgment. It is extremely important that you ensure the employee receives the plan and acknowledges it. Please do not Save and go to Step 4 or acknowledge on the employees behalf unless you have communicated your intent with the employee and they agree.



### My Biz\My Workplace\DPMAP

 If you encounter login or access issues with MyBiz/MyWorkplace, please contact Denise Anderson – Ext 8177

 If you have any questions regarding how to use MyBiz, or have questions regarding employee performance, please contact Steve Oppliger – Ext 8185

#### There is a link to DCPDS on the NEGUARD WEBSITE

